



**EXECUTIVE OFFICE OF THE PRESIDENT**  
**OFFICE OF MANAGEMENT AND BUDGET**

WASHINGTON, D.C. 20503

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**MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES**

**FROM:** James A. Baker III  
Director

**SUBJECT:** Implementation of Record Keeping  
Requirements Under the Federal  
Employees' Retirement System Act

This memorandum is a follow-up to my previous guidance to you contained in OMB Memorandum 87-1 (October 1, 1986) and OMB Bulletin 87-3 (October 24, 1986). These communications detailed requirements for Government agencies to make important payroll system changes and to submit required agency employee data to the Thrift Savings Plan (TSP) administered by the Federal Retirement Thrift Investment Board, in fulfillment of the agencies' statutory obligations created by the Federal Employees' Retirement System Act, P.L. 99-335, enacted in June 1986.

Agencies were to have submitted test data tapes to the record keeper, the Department of Agriculture's National Finance Center (NFC) by January 5, 1987, and are to transmit actual data tapes by February 10, 1987. Agencies which do not provide a comprehensive, accurate, and timely test tape to the record keeper are at substantial risk of being unable to meet the statutory obligation to transfer acceptable employee TSP account information in April. To date, overall agency response to the milestones has not been good. As a result, the Thrift Investment Board has asked for OMB's assistance in assuring agency compliance.

I cannot emphasize too strongly the importance of meeting these requirements to ensure that every eligible Federal employee is properly credited with his contributions thereto. The first Thrift Savings Plan "open season" begins for employees on February 15, 1987. Your employees may be adversely affected if your agency fails to fulfill its obligations to comply with employee data submission requirements and payroll system programming changes.

I urge you to ensure personally that changes to your agency's payroll system or systems are made in a timely manner and that you meet established milestones for data submission to NFC.

Questions about this activity may be directed to Sharon Richardson at the NFC (504) 255-5092, John Witters at the Thrift Investment Board (202) 653-2501, or Albert Seferian at OMB (202) 395-6107.

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